

MADERA COUNTY

PROBATION TECHNICIAN I PROBATION TECHNICIAN II

DEFINITION

Under immediate supervision (Probation Technician I) or general supervision (Probation Technician II), to assist with the investigation and supervision of departmental clientele, and to do related work as required.

SUPERVISION EXERCISED

Probation Technician I:	Exercises no supervision.
Probation Technician II:	May exercise technical and functional supervision over lower level staff.

DISTINGUISHING CHARACTERISTICS

Probation Technician I--This is the entry level in the Probation Technician class series. Job assignments for this classification include providing a variety of assistance with the caseload of the County Probation Department. While duties include contact and interaction with probation clientele, the duties do not include exercise of any of the peace officer powers which are imposed by statute on the Deputy Probation Officer class series. Positions at this level usually perform most of the duties required of the positions at the Probation Technician II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since this class is often used as a training class, employees may have only limited or no directly related work experience.

Probation Technician II--This is the full journey level in the Probation Technician class series. Job assignments for this classification include providing a variety of assistance with the caseload of the County Probation Department. While duties include contact and interaction with probation clientele, the duties do not include exercise of any of the peace officer powers which are imposed by statute on the Deputy Probation Officer class series. Positions at this level are distinguished from the Probation Technician I level by the performance of the full range of duties as assigned, working independently and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class series are flexibly staffed and positions at the Probation Technician II level are normally filled by advancement from the Probation Technician I level. When filled from the outside, the employee is required to have prior related experience which allows the employee to meet the qualification standards for the Probation Technician II level.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Conducts juvenile or adult investigations and/or interviews as assigned; prepares written reports about clientele for submission to the courts; provides caseload services to a select group of offenders; assumes responsibility for overseeing any of the various alternative sentencing programs or any facet of such programs as may be assigned; provides training to entry level staff as assigned; designs and prepares special reports about programs or department functions as required; performs a variety of assistance with probation cases; assists in the collection of urine samples for drug testing; transfers alternative sentences persons to other counties as required; processes transfers between counties and states; may testify in court; assists with probation caseload activities including making corrections and changes to data, reviewing information, scheduling appointments, and maintaining communication with related agencies.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Probation Technician I

Knowledge of:

Behavior patterns of crime and delinquency.
Financial and statistical record keeping.
Interviewing techniques.
Legal terminology.
English usage, spelling, grammar, and punctuation.

Skill to:

Operate modern office equipment including computer equipment.
Operate a motor vehicle safely.

Ability to:

Learn the functions and procedures of the Probation Department and of both juvenile and adult criminal courts.
Learn to develop information for the assessment of probation cases.
Learn to develop and prepare a variety of legal documents, records and reports.
Learn to perform sample collection and drug testing.
Effectively work with assigned probation cases.
Make objective judgments as to the suitability of offenders participating in particular programs.

Ability to (cont'd):

Prepare, maintain, and update a variety of records and reports including financial and statistical reports.

Prepare clear, concise correspondence and reports.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Some previous work experience dealing with the behavioral problems of young people and/or adults is highly desirable.

Training:

Completion of sixty (60) semester units from an accredited college or university with major course work in Criminology, Corrections, Counseling, Psychology, Social Work or a closely related field.

License or Certificate:

Must pass a background investigation prior to hiring to include fingerprinting and a review of criminal conviction record.

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment.

Probation Technician II

In addition to the qualifications for a Probation Technician I:

Knowledge of:

Functions and procedures of the Probation Department and of both juvenile and adult criminal courts.

Standard reporting mechanisms for the Probation Department.

Ability to:

Assume responsibility for and exercise judgment in a variety of situations, while recognizing scope of authority.
Provide information and apply policies and procedures of the department where assigned.
Develop information for the assessment of probation cases.
Develop, design, and produce a variety of legal documents, records, and reports.
Critique programs with an intent to increase efficiency, eliminate fault, and measure the extent to which the desired objective is being met.
Set criteria as to the suitability of offenders participating in particular programs.
Enforce the work standards and regulations as set forth by the Department and County.
Provide lead supervision and training for other staff.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

One year of experience providing Probation Department assistance comparable to that of a Probation Technician I with Madera County.

Training:

Completion of sixty (60) semester units from an accredited college or university with major course work in Criminology, Corrections, Counseling, Psychology, Social Work or a closely related field.

License or Certificate:

Must pass a background investigation prior to hiring to include fingerprinting and a review of criminal conviction record.

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment.

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